

Job Title: ENGINEERING TECH V - AGREEMENT TECHNICIAN - IPR#46565

Agency : Department of Transportation

Closing Date/Time: 05/05/2023

Salary: \$5,120 - 9,155 MONTHLY

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Agreement Technician.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for coordinating the negotiation, preparation, and processing of agreements with railroad companies for railroad-highway intersection improvements, utility companies for utility adjustments, and local agencies for joint participation agreements.

Number of agreements processed annually: 150 +

Annual fee volume: \$30 m +

This position reports to the Project Support Engineer. There are no subordinates reporting to this position.

This position coordinates the negotiation, and is responsible for the preparation, acquisition, and execution of railroad, utility, bi-state, and joint participation agreements for transportation improvements. Agreements concerning railroads require the incumbent to prepare and coordinate the negotiation of agreements between individual railroad companies for at-grade crossings and highway-railway structures. This position coordinates utility agreements to ensure adequate lead time in the actual adjustments thus preventing delays in highway construction letting schedules. Concerning joint participation agreements, this position formulates and interprets departmental policy from the standpoint of the department's regard of public interest for highway construction projects. The incumbent advises the district offices of approval or recommended changes in proposed agreements between the municipalities, counties, townships, corporations, other government agencies, and the department.

Typical problems encountered in this position include securing executed agreements in a timely manner and ensuring proposed agreements fit within established policy and laws. The greatest challenge to this position is processing the agreements in a timely and cost-effective manner to ensure construction project goals and deadlines are met.

(Job Responsibilities continued)

The incumbent is personally responsible for coordinating the negotiation between district personnel and railroad companies and for the preparation of agreements with railroad companies through direct contact with public works officers. The incumbent coordinates the negotiation with individual railroad companies for at-grade crossings and highway-railway structures in a cost-effective and timely fashion. The incumbent coordinates and processes bi-state agreements with adjoining states. The incumbent works with the Office of Chief Counsel (OCC) to prepare petitions for and, on occasion, represents the department before the Illinois Commerce Commission (ICC) at crossing regulator hearings and meetings with railroad companies and other state and local agency officials. The incumbent collaborates with staff from the Office of Planning and Programming (OPP) regarding funding and programming information and assembling and obligating project support agreements. The incumbent coordinates all utility agreements with the district project support engineers encompassing utility adjustment plans, specifications, and estimates. Utility projects include adjustments to privately, publicly, or cooperatively owned lines, facilities, and systems that distribute communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water, police and fire signal systems, and street lighting systems. The incumbent processes the agreements in accordance with technical policies and procedures. The incumbent coordinates all these adjustments to meet bid letting schedules and to prevent any delays in contract awards. The incumbent coordinates the approval process for all joint improvements and corporations, municipalities, counties, townships, and other state governmental agencies. The incumbent obtains and analyzes comments from other central bureaus, reconciling contradictory comments, analyzing cost participation of other agencies which are parties to the agreements, as well as ensuring that the agreements comply with state, federal, and local agency design standards and policies. The incumbent ensures agreements comply with statutory law. Where agreement provisions deviate from established policy, the incumbent evaluates factors and recommends disposition. S/He suggests alternate language to the districts where standard language does not apply and resolves conflicts concerning the district's proposed policy deviations with central bureau management. The incumbent recommends final execution or other disposition of agreements by the Director of Highways Project Implementation (OHPI) to the district offices.

Job Responsibilities (continued)

The incumbent is given wide latitude to act within guidelines established by the department and current legislation. The incumbent refers to the Project Support Engineer any situations that require special expertise or policy exceptions.

Internal contacts include staff from the assigned district offices, Office of Chief Counsel, OPP, and various bureaus within the central office. External contacts include staff at the ICC, railroad companies, utility companies, Federal Highway Administration, other state agencies, and local officials. Occasional statewide and out-of-state travel with overnight stays is required.

The effectiveness of this position is measured by the incumbent's ability to secure agreements in an expeditious and cost-effective manner to meet project goals and deadlines. Effectiveness is also measured by the number and dollar value of agreements negotiated, incumbent's ability to resolve conflict, and adherence to policy and specifications.

Principal Accountabilities

1. Coordinates negotiation of, prepares, and secures cost-effective agreements encompassing railroads, utilities, bi-state, and joint local agreements in a timely manner.
2. Resolves conflicts of district proposed policy deviations with central bureau management.
3. Evaluates draft agreements and recommends changes to the districts.
4. Ensures compliance with departmental policies, federal policies, and appropriate federal and state statutes.
5. Evaluates and resolves claims for agreement adjustments.
6. Coordinates all agreement adjustments to meet bid letting, project, and goal deadlines.
7. Represents the department's position at ICC hearings and at meetings with agreement participants and local officials.
8. Recommends final execution or other disposition of agreements by the Director of OHPI to the district offices.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience:
 - Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS six years of engineering experience; OR
 - Eight years of engineering experience
- Valid driver's license
- Occasional statewide and out-of-state travel with overnight stays

Position Desirables

- Experience performing a variety of technical tasks with an emphasis on utilities or railroads, including experience in drafting agreements
- Working knowledge of utility relocation policies, rules, and laws
- Strong computer skills including Microsoft Excel, Word, Access Database, and SharePoint
- Ability to plan, organize, and execute administrative or technical program requirements
- Ability to maintain harmonious relationships with employees, local agency officials, railroad companies, and the general public
- Strong oral and/or written communication skills

Work Hours: 8:00 A.M. - 4:30 P.M. MONDAY - FRIDAY

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Office: Office of Highways Project Implementation/Bureau of Design and Environment

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Science, Technology, Engineering & Mathematics

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com